

### CHIEF OF ADMINISTRATION

1. Establish procedures to provide administrative management support for all functions necessary to the accomplishment of the ORR mission.
2. Advise the Office of the Assistant Director, Staff and Division Chiefs on policy and procedures regarding organization, budget, personnel, training, services, and other related administrative matters.
3. Act as liaison with other CIA components regarding implementation of established administrative policies.
4. Interview applicants for positions GS-11 and above, after initial processing and acceptance by ORR for recruitment.
5. ORR Training Officer responsible for administering ORR internal training programs and arranging with the Office of Training for external training of personnel selected by Division Chiefs. The Deputy Assistant Director would render advice and review of programs as required.
6. ORR Security Officer.
7. ORR Evacuations Officer.
8. General supervision of the ORR Administrative Staff.
9. ORR Budget Officer.

### DEPUTY CHIEF

1. Act in the absence of the Chief.
2. Supervise directly the activities of the Administrative Staff.
3. Prepare for the Chief's signature staff studies of a logistics nature regarding external research sponsored by ORR and other ORR projects requiring staff studies.
4. Review and approve, prior to signature by the Chief, all staff studies and other papers prepared by staff members regarding consultants, travel, budget, training, etc.
5. Review and approve proposed procedures for incorporation in the ORR Manual prior to submission to the Chief. Procedures would be drafted in the first instance by the staff member immediately responsible for the function affected.
6. Recommend for consideration by the Chief those areas of administration in need of organization and methods review.
7. Assign to the appropriate staff members preparation of special studies requested by the O/AD; review prior to submission to the Chief.
8. Direct preparation of the various segments of the monthly progress report and prepare in final coordinated report for signature by the Chief.
9. Alternate Security Officer responsible for administering the ORR program for personnel and physical security.
10. Perform other duties as directed by the Chief, St/A.

### PERSONNEL OFFICER

1. Process all necessary papers on recruitment, promotion, reassignment, transfer, separation of personnel.
2. Conduct screening interviews with applicants at the professional level and arrange interviews with appropriate ORR operational personnel.
3. Maintain necessary internal and external liaison to carry out personnel functions.
4. Administer personnel evaluation program and recommend to the Chief, St/A, via the Deputy Chief, areas of concern and/or significance.
5. Personnel relations officer.
6. Prepare monthly report on status of personnel, applicants, etc.
7. Supervise the work of the Personnel Clerk.

ADMINISTRATIVE OFFICER-FISCAL AND TRAINING

1. Assist the Chief, St/A in preparation of annual budget submissions; maintain budgetary accounting system; prepare statements on the status of quarterly allotments and reports of obligations and expenditures.
2. Review travel requests and all other actions requiring expenditure of funds (other than personnel) in order to check availability of funds and note expenditures on budgetary records.
3. Assist the Chief, St/A in the administration of OHR internal training courses and industrial rotation program (projected); maintain records of internal and external training (assuring that Divisions stay within allotted percentage of time for training); and prepare monthly report to be incorporated in St/A progress report.
4. Space planning as required, and supervision of moves.
5. Assist the Chief, St/A in other matters as directed.

ADMINISTRATIVE ASSISTANT

1. Full responsibility for all administrative services pertaining to consultants, with review of staff studies by the Deputy Chief, and review for budgetary purposes by the Administrative Officer.
2. Full responsibility for processing of travel requests, vouchers, etc., with budgetary review by the Administrative Officer.
3. Prepare monthly report for incorporation in the St/A progress report.

PERSONNEL CLERK

1. Conduct screening interviews with applicants at the clerical level and arrange interviews with appropriate OHR operational personnel.
2. Maintain the official Cardex file in current status on each OHR employee (this can be done by having those papers which would previously have gone into personnel folders channelled to the Personnel Clerk who will make the necessary notation before sending the papers forward to the Personnel Office or destroying, as appropriate).
3. Prepare necessary papers for personnel processing under direction of the Personnel Officer and conduct necessary follow-up.
4. Process security clearances and maintain necessary temporary suspense records.
5. Perform other duties as directed by the Personnel Officer.

SECRETARY

1. Act as secretary to the Chief and Deputy Chief.
2. Act as receptionist to receive visitors and all incoming calls for St/A.
3. Maintain current IBM locator card file of all OHR personnel.

CLERK-TYPIST

1. Requisition supplies, equipment, communication facilities after determining justification for request; provide administrative assistance to D/T in the procurement of materiel and exploitation materials.
2. Process time and attendance reports, requests for approval of overtime, leave, Hospitality (obtain approval of Personnel Officer).
3. Provide hospitalization collection services for OHR.
4. Perform typing duties at the direction of the Administrative Assistant.

MAIL AND FILE CLERK

1. Receive all incoming and outgoing mail for St/A, log, and distribute.
2. Maintain master file of CIA and OSM Signals in current status.
3. Maintain a central file for OSM on all matters pertaining to administration.
4. Maintain a signature record and suspense on all files loaned to other segments of OSM, and obtain approval of the Deputy Chief before release of any item.
5. Maintain a chronological reading file to be available to staff members of St/A.
6. Assist Personnel Clerk as directed when other duties permit.

TYPIST

1. Perform typing duties for the Administrative Officer-Fiscal and Training.
  2. Assist other staff members at the direction of the Administrative Officer.
- NOTE: It is suggested that, initially, the Typing Pool should be used for this typing and, if this proves to be impracticable, a request for I/O change to allow for this additional position be initiated.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Reports and Estimates

DATE: 24 March 1950

FROM : Management Officer

SUBJECT: Survey of Publications Division, ORE.

1. The Management Staff Survey of Publications Division (D/Pub), ORE, discloses that the recent consolidation of the Current and Staff Intelligence Groups has proved organizationally sound.

2. There are, however, certain problems requiring solution on a considerably higher level that are affecting the operations of D/Pub.

a. The proposed revision of NSCID No. 1, attached as Exhibit A, which is presently in COAPS, sets forth major changes which, if implemented, will cause adjustments to be made in the procedures currently in effect in D/Pub.

b. The problems inherent in present IAC coordination procedures were expressed by the AD/ORE for the IAC meeting on the question of staff coordination. The agenda of this meeting on 5 October 1949 and summarization of comments are attached as Exhibit B, together with ORE proposed revision of NSCID No. 3.

3. Pending full implementation of the intelligence production plan by the Estimates Production Board, the current practices of institution of intelligence production are continuing in one of the three following methods:

a. Direct requests are given by the AD/ORE to the Project Initiator, D/Pub, for coordination with the substantive division or divisions concerned for implementation of an intelligence project. This directed action has seldom failed to produce the required project although, due to the idiosyncrasies of the IAC coordination system, it has not always met the prescribed deadline.

b. The second method is by spontaneous implementation of production by personnel of a substantive division, resulting from opposite number IAC liaison, plus the knowledge of the geographical area or subject with which he is primarily engaged. A coordination is then effected with the Project Initiator, D/Pub, and a determination is

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Executive

DATE: 28 August 1950

FROM : Acting Management Officer

SUBJECT: Management Staff Study of Regional Divisions of the Office of Reports and Estimates.

1. The above-cited Staff study is transmitted to you together with the comments of AD/ORE, dated 16 August 1950. The Management Staff appreciates and concurs in the thoughts expressed by AD/ORE.

2. ORE and Management Staff officials are presently working together to resolve the organizational impediments which are presently impairing ORE production. It is anticipated that immediate action will be initiated in conjunction with OCD to install the recommended procedure for centralized routing of incoming documents. As ORE initiates action to resolve other problems cited in the Management Survey, Management Staff analysts will be made available to work with ORE officials, thus insuring over-all Agency coordination of the improvement action.

3. The full-time detail of a Management analyst to ORE for a ninety-day period at the present time does not appear feasible in view of our heavy work program. However, the members of the Management Staff will be assigned to serve with an ORE task force on a project basis as improvement action is initiated by ORE on the problems indicated in the Management Staff study.



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Attachments: Management Staff Study with comments of AD/ORE.

cc: AD/ORE  
Chief, COAPS  
Budget Officer

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